



## JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Fiscal Services**

Class Code: **4501**

Exempt

EEO Code: **02**

Effective Date: **August 30, 2002**

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### **Major Function**

Professional and administrative work responsible for the coordination of the various functions of the Budgeting Division.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Organizes and administers the work effort of assigned activities to include budget preparation, TRIM compliance, customer service regarding budget issues, agenda review, special projects and studies.

Assures that budget staff and their assigned departments and divisions conform to overall policies related to fiscal management issues. Assists department director in the development of budgetary policies and procedures. Recommends courses of action for policy and procedural changes and devises methods for implementing policies and procedures.

Assists the department director in developing, recommending and implementing operating policies, procedures and programs to promote efficient and effective operations. Assists the department director in coordinating assigned division fiscal responsibility. Provides direction to the Budgeting Division.

Monitors division budget throughout the fiscal year and evaluates need for additions or changes to approved budget and recommends appropriate course of action.

Assists the department director in formulating long range plans, cost estimates, and financing pertaining to future expansion of budgeting systems and Countywide operating and capital needs.

Develops budgets utilizing the established sequence of budget events leading to budget adoption. Conducts analysis and forecasting as a part of the overall process of budget preparation, including identification of revenue sources and problem areas.

Prepares and maintains budgets, financial reports, and other supportive information as necessary to justify present and new programs for County Departments and Divisions. Prepares and supervises the preparation of other reports and budget documents as required.

Advises and makes recommendations regarding County financial status to Department Director and/or County Manager.

Initiates and effectively recommends, for final approval by the department director, hiring, termination, performance evaluation, disciplinary and/or commendatory actions for assigned personnel.

Prepares and makes oral and written presentations to the County Manager and/or the Board of County Commissioners. Participates on various committees as may be assigned by the department director.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Considerable knowledge of the laws, regulations, and statutes related to budget development. Considerable knowledge of governmental budgeting, financial administration and management evaluation techniques. Knowledge of finance and accounting principles and practices. Knowledge of research techniques as applied to budgetary and management research. Knowledge of systems and operations analysis techniques.

Ability to assemble and prepare budgets. Ability to effectively maintain working relationships with supervisors, subordinates, outside agencies, and the general public. Ability to communicate effectively both orally and in writing. Ability to identify and analyze significant trends from detailed financial records and reports. Ability to effectively use a personal computer and other computer systems to accomplish assigned tasks.

Bachelor's Degree in Public Administration, and four (4) years' supervisory experience in financial management analysis.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

This position is an appointed service Classification.

### **Working Conditions**

The work environment for this position is an office setting. The incumbent performs most duties either sitting at a desk, table or work station. This position has regular exposure to radiant and electrical energy found in an office environment.